

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT

Special and Regular Monthly Managers' Meeting

Wednesday, February 28, 2024

Special Meeting at 08:30 AM, followed by Regular Meeting at 12:30 PM
Wells Fargo Building, Second Floor Meeting Room, 211 Holmes St. West, Detroit Lakes, MN
(218) 846-0436

AGENDA

08:30 AM— 11:30 AM	CALL TO ORDER—SPECIAL MEETING Manager Education Workshop * No business to be conducted.
12:30 PM	CALL TO ORDER—REGULAR MEETING <u>GENERAL HOUSEKEEPING</u> 1. Approve Consent Agenda (Secretary Report—January 17, 2024 Regular Meeting Minutes, February 5th & 6th, 2024 Special Meeting Minutes, February 2024 Administrator's Report; Ditch Inspector's Report; Rules/Permitting Report) 2. Pulled Consent Agenda Items 3. Public Comment Period— <i>Public may address the Board for up to 3 minutes each</i> 4. Treasurer's Report A. Approve February 2024 Bills B. Approve February Fund transfer C. Review January 2024 Revenue & Expenses Report
1:00 PM	<u>UNFINISHED BUSINESS</u> 1. None
1:00 PM	<u>NEW BUSINESS</u> 1. BMP Cost Share Application—Becker County Museum, Becky Mitchell 2. Education Grant Application (Field Trip Transportation; Supplies)- Lincoln Education Center 3. Mankato State University—Curly-leaf Pondweed Research Proposal 4. March meeting date
2:00 PM	<u>REPORTS</u> ◆ Attorney Report ◆ Engineer Report
2:30 PM	<u>DISCUSSION ITEMS</u> ◆ Project update—Campbell Creek Project ◆ Project update—Little Floyd Lake Project
2:45 PM	<u>CONFIRM NEXT MEETING DATE AND TIME</u> ◆ March Regular Meeting—Thursday, March 21, 8:30 AM—11:30 AM (may change to Wednesday, March 20) ◆ Otter Tail Policy Committee Meeting (Kral, Hansen-ALT)—Thursday, March 28th
3:00 PM	<u>ADJOURNMENT</u> (action items in bold face)

Zoom link available upon request by contacting the office by 3:30 PM 2/27/2024 at 218-846-0436 or email prwdinfo@arvig.net

Manager Okeson attending electronically at 101 East Sioux Rd. #1183, Pharr, TX

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING
BOARD MINUTES
JANUARY 17, 2024**

Managers Present: Dennis Kral, Orrin Okeson (IT), Chris Jasken, Charlie Jasken, Laurie Olson, Phil Hansen, Rick Michaelson

Managers Absent: NONE

Staff: Administrator Guetter, Kemper, Utecht, Moses, Bach

Consultants: Attorney Skoyles, Travis Kluthe (Stantec)

Others: Rob Bredeson (Wastewater Supervisor, City of Detroit Lakes), Chad Engels (Moore Eng.), Brian King (HDR Eng.), John Okeson (Becker County Commissioner)

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 08:31 AM. Introductions were made by meeting attendees.

GENERAL HOUSEKEEPING.

- 1) **APPROVE CONSENT AGENDA.** Motion to approve the Consent Agenda including the Secretary's Report - December 20, 2023 Special Meeting Workshop and December 20, 2023 Regular Meeting Minutes, January 9, 2024 Special Meeting Minutes, January 2024 Administrator's Report, January 2024 Rules/Permitting Report, and the January 2024 Ditch Inspector's Report (Charlie Jasken, Michaelson), roll call vote carried unanimously.

PULLED CONSENT AGENDA ITEMS. None.

2) ELECTION OF OFFICERS

President. President Kral stated he has been the Board President for a number of years and did not wish to run for the office of Board President.

- a) **Kral called for candidate nominations from the floor for President**
 - i) **Nomination of Rick Michaelson (Kral)**
 - ii) **Nomination of Chris Jasken (Charles Jasken)**

Kral closed the nominations with unanimous consent and a roll call vote was taken: Office of President: Michaelson – AYES - Kral, Hansen, Michaelson, Okeson; NO - Charles Jasken, Olson, Chris Jasken. Michaelson received a majority vote (4-Ayes; 3-No) and was elected as president. Kral turned the meeting over to Michaelson.

Vice President. Vice President Okeson stated he did not want to run for the office of Vice President or serve on a committee in 2024.

- a) **President Michaelson called for candidate nominations from the floor for Vice President.**
 - i) **Nomination of Chris Jasken (Hansen) – nomination declined by Chris Jasken but said he would remain as Secretary if elected.**
 - ii) **Nomination of Laurie Olson (Chris Jasken)**

Michaelson closed the nominations with unanimous consent and a roll call vote was taken: Office of Vice President: Olson – AYES - Kral, Hansen, Michaelson, Okeson, Charles Jasken, Olson, Chris Jasken. Olson received a unanimous vote and was elected as vice president.

Secretary and Treasurer.

a) **President Michaelson called for candidate nominations from the floor for Secretary and Treasurer. Motion to elect Chris Jasken for Secretary and Phil Hansen as Treasurer (Michaelson, Charles Jasken). AYES - Kral, Hansen, Michaelson, Okeson, Charles Jasken, Olson, Chris Jasken, roll call vote carried unanimously.**

- a) **PULLED CONSENT AGENDA ITEMS.**

Administrator Guetter read an email from Erik Jones (Houston) expressing his regrets for his absence from the meeting.

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- b) Manager Hansen provided a brief follow up to Dec 29th meeting with the county (Okeson, Oman, Zoning Admin Vareberg, Chris Jasken, Hansen, Michaelson, Guetter). Hansen asked the county to provide a letter outlining collaboration areas (Memorandum of Understanding) to avoid duplication of services similar to City of DL. There was discussion about using the Schneider Software system for permits (PRWD/Cormorant WD). Mr. Vareberg will get direction from the County Board.
- c) Manager Hansen stated he will provide an update on the Soo Pass Ranch plans under Unfinished Business.
- d) John Okeson (Becker County Commissioner) stated the County is in the process of updating its comprehensive plan.

2) **PUBLIC COMMENT PERIOD.**

3) **TREASURER'S REPORT.**

- a) **Approval of January 2024 Bills.** Michaelson reviewed the January 2024 claims. **Motion to approve the January 2024 claims including (Payment to Becker County Museum for \$940.50 for a previously approved cost share) in the amount of \$10,217.38 (Michaelson, Olson), roll call vote carried unanimously (attached hereto). EFT2306-EFT2334, Checks 15186-15192.**
- b) **January 2024 Fund Transfer.** Michaelson recommended transferring \$72,000 to cover the regular monthly expenses. **Motion to transfer \$72,000 from the Bremer Bank savings account to the checking account (Michaelson, Charlie Jasken), roll call vote carried unanimously.**
- c) **Financial Report.** The January-December 2023 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-December 2023 R & E Report (Michaelson, Hansen), roll call vote carried unanimously.**
- d) **CD Renewal – Earned Interest to Funds Clarification.** It was noted at last month's meeting the motion was to use the earned interest from the matured CD for cost share programs and not roll over the earned interest into a new CD. The matured CD investment was from four different fund accounts with restricted uses and the earned interest will be deposited back into the respective fund accounts. **Motion to deposit earned CD interest into the respective fund accounts (GEN, LMP-01, UTY, PIF) (Hansen, Chris Jasken), roll call vote carried unanimously.**

UNFINISHED BUSINESS.

Soo Pass Ranch CUP update. Manager Hansen stated Lakeview TWP is also reviewing the conditional use plat and coordinating approval with County. Approval stipulations are under consideration by the County and the Township such as investigation of soils and protection of bluff and sensitive areas.

ONEW BUSINESS.

- 1) **2024 Selection of Depositories.** The district's checking and saving accounts are currently with Bremer Bank. **Motion to designate Bremer Bank as the depository (savings and checking accounts) of the District's funds. (Charles Jasken, Olson) roll call vote carried unanimously.** Managers Olson and Hansen will need to be added as signatories and Kral and Okeson will be removed as signatories. Staff will follow up after approval of minutes at February meeting.

Manager Okeson lost audio connection with meeting at 09:31AM

REGULAR MEETING

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- 2) **2024 Selection of Official Newspaper-Detroit Lakes Record/Tribune. Motion to designate Forum Communications Detroit Lakes Tribune/Record as the official newspaper of the District (Olson, Kral). Roll Call Vote: Aye- Kral, Michaelson, Olson, Chris Jasken, Charles Jasken, Phil Hansen; Absent and not voting: Okeson due to IT disconnection.**
- 3) **2024 Approval of AIS Treatment Contracts – PLM Lake and Land Management Corporation. The District is a member of the MN State Cooperative Purchasing Venture and PLM is a provider for AIS herbicide treatments services. Motion to approve entering into AIS treatment contracts with PLM Lake and Land Management for AIS herbicide treatments on Floyd, Detroit, Curfman, Muskrat, Sallie and Melissa lakes (Olson, Chris Jasken). Roll Call Vote: Aye- Kral, Michaelson, Olson, Chris Jasken, Charles Jasken, Phil Hansen; Absent and not voting: Okeson due to IT disconnection.**

Manager Okeson regained audio connection with meeting at 09:34AM

- 4) Request for Proposals Engineering and Legal Services – Interview Selection
 - a) **Legal Services – Interview selection**

	Skoyles	Vogel	Ohnstad Twitchell	Hanson & Leibl
Hansen		X	X	
Michealson	X		X	X
Kral		X	X	X
Olson		X	X	X
Chris Jasken		X	X	X
Charles Jasken	X	X	X	
Okeson	X	X		
<i>Total</i>	3	6	6	4

Motion to interview Vogel Law, Ohnstad Twitchell, and Hanson & Leibl (Olson, Charles Jasken) – roll call vote carried unanimously.

- b) **Engineering Services – Interview Selection**

	Houston	Moore	Stantec	EOR	Resilience	HDR
Hansen	X	X		X		X
Michealson	X		X	X		X
Kral	X		X		X	X
Olson	X	X		X		
Chris Jasken	X	X		X		
Charles Jasken	X	X	X		X	
Okeson		X	X	X		
<i>Total</i>	6	5	4	5	2	3

Motion to interview Houston, Moore, Stantec and EOR. (Olson, Chris Jasken) –roll call vote carried unanimously.

Administrator Guetter will contact the selected firms and set up interview schedules. Firms not selected for an interview will be notified. Interviews will be limited to 1-hour, with 30 minutes between interviews.

ATTORNEY REPORT.

Attorney Skoyles stated December was quiet, nothing further to report.

PELICAN RIVER WATERSHED DISTRICT
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JANUARY 17, 2024**

ENGINEER REPORT.

Engineer Travis Kluthe provided an update on the FEMA project. The GIS story map is up on the District's website. MPCA 319 Grant - Campbell Creek streambank restoration tasks, timetable, and costs will be submitted to the MPCA to be included in the work plan.

Guetter reported on the Little Floyd Outlet Project – Nick Kludt, MN DNR continues to meet with the new property owners to finalize shoreline planting plans.

DISCUSSION ITEMS.

Project 412. Manager Hansen stated there is potential for PRWD collaboration with this group, and he would like to invite them to an upcoming PRWD meeting. Attorney Skoyles also mentioned including the Art & Culture Commission to this collaboration. Contacts: Project 412 – Amy Stearns, Culture Commission – Amy Stearns, Becky Mitchell and Karen Skoyles.

Sallie Bluff/Soo Pass Ranch CUP Subdivision. Discussion was held on the sensitive bluff area and ways to protect it from further development including land purchase or a conservation protection easement lake access availability due to the instability of the hill and the possibility of purchase or conservation easement. Manager Hansen to check with Kyle Vareberg about conservation easement. More information and costs may be sought on protection mechanisms.

CONFIRM NEXT MEETING DATE and TIME

Special Meetings - Legal and Engineering Interviews – Monday, February 5, 2024 and Tuesday, February 6, 2024. Selection of legal and engineering firms will occur following the final interview on the 6th.
Brenda Moses Retirement Gathering – February 22, 2024, at 3:00 PM – 5:00 PM
Special Meeting Workshop with Aimee Gourlay – February 28, 2024, at 8:30 am – 11:30 AM
February Regular Meeting –February 28, 2024, at 12:30 PM

ADJOURNMENT. Motion to adjourn the regular meeting at 10:35 AM (Kral, Chris Jasken), roll call vote carried unanimously.

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

Claims Paid - January 2024

	Date	Num	Amount
<u>Employee Expenses (ACH)</u>			
*Guetter, Tera	01/18/2024	EFT2324	\$ 75.00
*Moses, Brenda	01/18/2024	EFT2325	\$ 129.60
			<u>\$ 204.60</u>
<u>Vendor Expenses (Autopay)</u>			
Bremer Bank	01/16/2024	ACH	\$ 18.50
Loffler Companies, Inc.	01/18/2024	ACH	\$ 176.91
			<u>\$ 195.41</u>
<u>Vendor Expenses (ACH)</u>			
Lakes Computer, Inc.	01/18/2024	EFT2326	\$ 190.00
Wells Fargo-Office Lease	01/18/2024	EFT2327	\$ 1,299.58
			<u>\$ 1,489.58</u>
<u>Vendor Expenses (check)</u>			
Arvig	01/18/2024	15186	\$ 70.95
Bank of America	01/18/2024	15187	\$ 1,612.34
Campbell, Joshua	01/18/2024	15188	\$ 780.00
Loffler	01/18/2024	15189	\$ 93.63
Office of MNIT Services	01/18/2024	15190	\$ 67.84
Premium Waters, Inc.	01/18/2024	15191	\$ 9.02
Becker County Museum	01/18/2024	15192	\$ 940.50
			<u>\$ 3,574.28</u>
<u>4th Quarter Manager Expenses</u>			
.Hansen, Phil	01/18/2024	EFT2328	\$ 154.58
.Jasken, Charles	01/18/2024	EFT2329	\$ 28.82
.Jasken, Chris	01/18/2024	EFT2330	\$ 149.34
.Kral, D.	01/18/2024	EFT2331	\$ 148.48
.Michaelson, R.	01/18/2024	EFT2332	\$ 45.85
.Okeson, O.	01/18/2024	EFT2333	\$ 26.20
.Olson, Laurie	01/18/2024	EFT2334	\$ 141.48
			<u>\$ 694.75</u>
<u>4th Quarter Manager Payroll</u>			
.Hansen, Phil	01/18/2024	EFT2312	\$ 614.13
.Jasken, Charles	01/18/2024	EFT2313	\$ 383.25
.Jasken, Chris	01/18/2024	EFT2314	\$ 766.50
.Kral, D.	01/18/2024	EFT2315	\$ 803.44
.Michaelson, R.	01/18/2024	EFT2316	\$ 415.57
.Okeson, O.	01/18/2024	EFT2317	\$ 346.31
.Olson, Laurie	01/18/2024	EFT2318	\$ 729.56
			<u>\$ 4,058.76</u>
Employee Payroll	01/04/2024	EFT2306-EFT2308	\$ 4,658.71
Supplemental Benefits	01/05/2024	EFT2309-EFT2311	\$ 2,889.96
Federal Withholding	01/08/2024		\$ 2,204.06
Employee Payroll	01/17/2024	EFT2320-EFT2323	\$ 5,237.38
Supplemental Benefits	01/19/2024	EFT2319	\$ 800.20
Federal Withholding	01/31/2024		\$ 2,992.40
MN Revenue	01/31/2024		\$ 695.00
MN HCSP	01/31/2024		\$ 5,826.00
PERA	01/31/2024		\$ 2,766.27
			<u>\$ 28,069.98</u>

Total January Expenses: \$ 38,287.36

**PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING BOARD MINUTES
REQUEST FOR PROPOSAL INTERVIEWS – ENGINEER & LEGAL
FEBRUARY 5 & 6, 2024**

February 5, 2024

Managers Present: Dennis Kral, Charlie Jasken, Phil Hansen, Laurie Olson, Rick Michaelson, Chris Jasken, Orrin Okeson (via IT)

Staff: Administrator Guetter, Bach

The Special Meeting of the Board of Managers was called to order by President Michaelson on February 5, 2024 at 09:01 AM. The following firms were interviewed:

09:00 AM – Legal Firm Interview – Hanson and Leibl Law Firm

10:30 AM – Engineering Firm Interview – Houston Engineering, Inc

01:00 PM – Engineering Firm Interview – Stantec Engineering

02:30 PM – Engineering Firm Interview – Ohnstad Twitchell Law
No order of business conducted.

Meeting continuation to Wednesday, February 6, 2024, 9:00 AM – 4:00 PM. President Michealson adjourned the meeting at 03:45 PM and the meeting will reconvene on February 6, 2024 at 9:00 AM at the District Office meeting room.

February 6, 2024

Managers Present: Dennis Kral, Charlie Jasken, Phil Hansen, Laurie Olson, Rick Michaelson, Chris Jasken, Orrin Okeson (via IT)

Staff: Administrator Guetter, Bach

President Michealson reconvened the special meeting at 09:0 AM. The following firms were interviewed:

09:00 AM – Legal Firm Interview – Vogel Law Firm

10:30 AM – Engineering Firm Interview – Moore Engineering, Inc

01:00 PM – Engineering Firm Interview – EOR Engineering

**PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING BOARD MINUTES
REQUEST FOR PROPOSAL INTERVIEWS – ENGINEER & LEGAL
FEBRUARY 5 & 6, 2024**

New Business

1. **Appointing District Attorney.** Manager Charles Jasken introduced the following resolution and moved its adoption:

RESOLUTION APPOINTING DISTRICT ATTORNEY

WHEREAS, the Pelican River Watershed District (the "District") issued RFP's to solicit proposals for a District Attorney and held interviews with firms that submitted proposals in response to those RFP's; and

WHEREAS, following interviews, the Board of Managers of the District chose an an Attorney for the District, and informed the successful proposers; and

WHEREAS, the District's Board of Managers desires to officially appoint an Attorney, who will maintain a consultant-client relationship to provide legal services to the District.

NOW THEREFORE, be it resolved by the Board of Managers of the Pelican River Watershed District, Minnesota, as follows:

1. Ohnstad Twichell, P.C. is hereby appointed as the attorney for the District.
2. The District Attorney may recommend the District retain other legal counsel in the following situations: (1) cases in which the District Attorney has a conflict; or (2) cases or areas of the law involving a specialty where the District Attorney and District's Administrator determine the District's best interest would be served by retaining or associating a specialist.
3. This resolution will be effective immediately.

Dated: February 6, 2024.

APPROVED:

Rick Michaelson, President

ATTEST:

Tera Guetter, Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Manager Chris Jasken. On roll call vote the following members voted aye: Kral, Charles Jasken, Hansen, Olson, Michaelson, Chris Jasken, Okeson. The following members voted nay: none. The following members were absent and not voting: none. The majority having voted aye, the motion carried and the resolution was duly adopted.

**PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING BOARD MINUTES
REQUEST FOR PROPOSAL INTERVIEWS – ENGINEER & LEGAL
FEBRUARY 5 & 6, 2024**

2. **Appointing District Engineer.** Manager Olson introduced the following resolution and moved its adoption:

RESOLUTION APPOINTING DISTRICT ENGINEER

WHEREAS, the Pelican River Watershed District (the "District") issued RFP's to solicit proposals for a District Engineer and held interviews with firms that submitted proposals in response to those RFP's; and

WHEREAS, following interviews, the Board of Managers of the District chose an Engineer for the District, and informed the successful proposers; and

WHEREAS, the District's Board of Managers desires to officially appoint an Engineer, who will maintain a consultant-client relationship to provide engineering services to the District.

NOW THEREFORE, be it resolved by the Board of Managers of the Pelican River Watershed District, Minnesota, as follows:

1. Moore Engineering, Inc. is hereby appointed as the engineer for the District.
2. The District reserves the right to seek separate requests for proposals from engineering firms on capital improvement projects (large scale projects). If such instances arise, the District's engineering firm will have the right to submit a proposal for engineering services.
3. This resolution will be effective immediately.

Dated: February 6, 2024.

APPROVED:

Rick Michaelson, President

ATTEST:

Tera Guetter, Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Manager Kral. On roll call vote the following members voted aye: Kral, Charles Jasken, Hansen, Olson, Michaelson, Chris Jasken, Okeson. The following members voted nay: none. The following members were absent and not voting: none. The majority having voted aye, the motion carried and the resolution was duly adopted.

Motion to adjourn the meeting at 3:14 PM (Michaelson, Charles Jasken), roll call vote carried unanimously.

Respectfully Submitted,

_____ Meeting Approved: _____

Chris Jasken, Secretary

Surface Waters Protection and Enhancement

1. **Capital Improvement Projects/Structural and Non-Structural Practices**
 - a. **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure**
 - a. **BWSR Grant Reporting** – E-link Grant reports have been submitted and approved by BWSR
 - b. **Campbell Creek Project (CIP)**. Finalization work on the Work Plan continues. Travis Kluthe (Stantec) provided objectives/project tasks, timelines, costs for the streambank repair and 2-stage drainage practices. Guetter, MPCA staff (Scott Schroder, Chris Lundeen), Becker SWCD (Claire Olson) met via TEAMS on February 20 to review the work plan. We included a shovel ready project from Becker SWCD that is within the focus area. We will be submitting the work plan shortly for review and approval by the EPA. Work on the projects are not able to start until the workplan has been approved. We are keeping our fingers crossed for start by April.
 - c. **MN DNR FEMA Otter Tail River HUC8 Watershed on a “Risk Map” project**. The story map and location maps are now on the the District’s website! Check it out!
2. **Becker County Drainage Systems 11, 12, 13 and 14**
 - a. **Ditch 11** - No activity to report.
 - b. **Ditch 12** – No activity to report.
 - c. **DITCH 13 (Little Floyd Lake to Big Detroit)** – A dam remains near the 8th street trailer park area. Josh Campbell recently reviewed the site and noted no further beaver activity. Next step is for Lloyd Feldt to review the dam and if he can remove it, then a work order will be issued. **Unfortunately**, the beavers are back near Jackson Avenue/railroad trestle. A Work Order was issued to Josh Campbell to start trapping and after trapping is completed, work order will be issued to remove the dam.
 - d. **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – No activity to report.
3. **Becker County Groundwater Workshop** – Tuesday, February 27 at the DL Police Station Community Room (flyer enclosed).
4. **Becker County Comprehensive Land Use Plan – Environmental Focus Group** – a meeting will be held on February 22 (see enclosure).

WATER MANAGEMENT RULES – see enclosed report.

5. **HABITAT PROTECTION AND MANAGEMENT**

- a. **River/Stream Connectivity – Barriers to Fish Movement Little Floyd Lake Structure Modification** – The construction plans have been updated by HEI based upon the addressing landowner concerns with revegetating the site after construction – number, species, and placement of trees, shrubs and the overall project aesthetics (they want a naturalized look). The bid package will include “tree planting location at direction of engineer,”. The landowners will direct the engineer where to put the trees. Construction access and staging areas including construction material stock piling location and construction limit zone has been kept to a minimum area. Nick Kludt (MN DNR) has stressed to HEI that continued coordination with the landowners is critical with the construction and revegetation timings. The plans will also include a separate cost (bid alternative) for the landowners for an optional culvert with a flap gate installation (not part of the grant eligible project) that may help the landowners with address an ongoing flooding/wet spot area of their yard. An existing yard/berm has been constructed along the riverbank to prevent river water from backing up and flooding the yard when beavers are active, however, the berm unintentionally ponds runoff from the yard/house and causes a wet spot in the yard. HEI has suggested installing a culvert with a flap gate/valve to prevent water backing up through the pipe to help solve the wet yard issue (note this area is not a wetland). The landowners are agreeable to this solution and would pay for the culvert and installation if the culvert and installation costs were favorable. The next step is to advertise for Bids.

- b. **Aquatic Invasive Species Prevention and Management.** PLM treatment contracts are executed for Detroit, Melissa, Sallie, Curfman, Muskrat. Floyd contract is in the works.
- c. **AIS Research Study Proposal** - Flumioxazin effectiveness on Curlyleaf pondweed management. PLM reached out about using flumioxazin on CLP and has been working Ryan Wersal (Mankato State professor). This is a new product and is cost-effective in comparison with current herbicides used. We had a meeting with Ryan on February 1 to discuss a potential research project. Dr. Wersal assisted with our Flowering rush research and he knows our lake systems. Notes from our conversations:
 - CLP - Recent "later season" growth pattern – June/July (Montana State – Thuman genetic differences study – samples across the nation – potential changing genetics (phenology, growth patterns); potential implications for CLP management (current early season treatment policies may not be effective management policy)
 - Current Research Study with Flumioxazin – Bass Lake (200 acre lake) Study – 8 acre CLP treatment area
 - 150 ppb, after treatment – 60-75% reduction; 3 weeks – Zero plants. Turion soil sampling May – October – Study included in packet.
 - Study (2-year) – plant data prior to treatment; after treatment; 3-weeks, 6 weeks; 20 soil samples/site - count turions (May – October) using a sediment dredge. 8-9 trips each field season for turion sampling.
 - Review non-target plant injury – some injury noted in Bass Lake.
 - pH - half life of Flumioxazin in our area lakes would be very fast acting (17 minutes – 24 hours)
 - Review chemical application effectiveness thresholds 100ppb – 50 ppb (next steps?)
 - No study work has been conducted using Flumioxazin in Bulrush treatment areas will need to be conducted away from mixed stands
 - Graduate student – 2 year study. \$37-\$40 K study (over a two-year period).
 - Kemper to sent Wersal CLP plots (Detroit, Sallie, Melissa, Muskrat, N. Floyd) – first review plant survey data where Bulrush is present – show on maps; plot size adequate for a study? Check upstairs for sediment sampler.
 - Wersal to send a preliminary research proposal – 2-year graduate student – two seasons of field work.

6. **EDUCATION AND OUTREACH (Website, Social Media, and Workshops)**

a. **Local Media/Mailings.**

Hodge Podge Radio – Gina and Shanna recorded a hodge podge segment on Feb 15.

- Discussed the upcoming permit season.
- Introduced Shanna and talked about our intern hires.
- Promoted our Education mini grants

Social Media Posts (Facebook) –January 2024

- Updated follows.
- Pinned intern post to top of page for higher visibility.
- 1-17-2024 – FEMA Grant Story Map from Stantec. (0 likes, 0 comments)
- 1-22-2024 – Introduced Shanna (22 likes, 5 comments)
- 1-22-2024 – Reshared seeking Summer Interns post (1 like, 0 comments).
- 1-23-2024 – Shared DNR Ice Fishing etiquette post. (0 likes, 0 comments)
- 1-25-2024 – Shared Minnesota State Parks and Trails Jan 2024 weather post (1 like, 0 comments)
- 1-26-2024 – Shared Itasca Lantern Snowshoe event (0 likes, 0 comments)
- 1-29-2024 – Shared Stacey Larson sunrise over DL photo (7 likes, 1 comment)
- 1-31-2024 – Shared snowplow naming results (1 like, 0 comments, 1 share)
- 2-2-2024 – Shared BWSR native plant of the month (0 likes, 0 comments)
- 2-7-2024 – Shared MNDNR Coloring Pages (1 like, 0 comments)
- 2-9-2024 – Shared MNDNR Winter Bird Bingo (0 likes, 0 comments)

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
FEBRUARY 21, 2024

- 2-13-2024 – Shared photo and information about Brian & Sandy Torgusson planting native seeds at southshore park. (12 likes, 4 comments, 1 share)

7. Conservation Education Meeting:

- a. **“No Child left Inside” Education Group** – received spreadsheet with science standards from Rhonda Fode (Detroit Lakes Schools). Updated district alignments “where we can help” with the state education standards.
- b. **Education Mini Grant Flyer**- Shanna updated the Mini Grant Flyer for promotion to area schools. We added some district staff ideas for possible supply or kit projects. These flyers were distributed Detroit Lakes High School, Middle School, Rossman and Roosevelt Elementaries and Holy Rosary the last week of January. We are hoping to spark some interest in our mini grant program and get some classroom (and out of classroom) science supplies in area hands.
- c. **Book Packs** - Shanna is researching options and materials for early childhood and early elementary book packs for classroom and read aloud opportunities around the district.
- d. **Education Meeting** - Shanna and Brenda met with Kellie Wolf to discuss 2024 education opportunities and how District staff could assist with Environmental Field Trips.
- e. **Lake Handouts**- Work has been initiated on lake association handouts for Detroit/Curfman, Sallie/Melissa, Floyds, and Long Lakes.

8. DISTRICT OPERATIONS/ADMINISTRATION

- a. **Facilitator Work Sessions**- Aime Gourlay, LMCIT Collaboration Services Manager, will meet with managers on February 28, 2024, from 8:30 – 11:30 AM.
- b. **Contracted Services** – Requests for Proposal for Legal and Engineering Consulting Services is complete. Moore Engineering with Chad Engels was selected as the district engineer. Ohnstad Twitchell with Lukas Croaker was selected as the district attorney.
- c. **Office Coordinator** – Shanna continues to train with Moses until February 22, 2024.
- d. **Storage Building at Dunton Park** – No updates.
- e. **2023 financial audit** – Moses and Bach completed the district audit in February. The draft audit was emailed to us on 2/16/2024. The final audit will be presented at the Board Meeting in March.
- f. **CD interest** – CD Interest has been received and allocated to the appropriate funds. The new CD was issued for \$400,000.00 at 4.85%.
- g. **MN Watershed Administrators Meeting and Legislative Meeting** – Guetter will be in the Twin Cities from March 5-7th.
- h. **2024 Workplan** – The proposed work plan will be reviewed at the March meeting.
- i. **Intern Interviews**. Kemper, Moses, and Bach interviewed six potential candidates on Jan 31, Feb 1 and Feb 7 from five area universities. We selected Jon Fogarty and Sheldon McCoy. Jon is from Shell Lake, WI, and attends Bemidji State University, majoring in Aquatic Biology with a Minor in Wildlife Biology. Sheldon is from Fargo ND and is attending North Dakota State University majoring in Natural Resource Management. They will start mid-May and stay through mid to late August. We are looking forward to them joining our team!
- j. **Project 412** – PRWD will reach out to the Project 412 staff and invite them to our March Board Meeting to discuss collaboration.
- k. **Grant Oversight** - Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding), FEMA Grant, BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR – Conservation Partners Legacy Grant, Otter Tail 1W1P Implementation Grant.
- l. **Minnesota Lake Management Symposium Feb. 6th, 2024** - Kemper attended and connected with some great people at this event that was held at the MN Landscape Arboreum in Chaska, MN. She learned about different projects going on in MN and WI dealing with AIS and ways to help create habitat and structure in our waters that will help benefit the aquatic ecosystems in lakes.

Otter Tail River 1W1P Partnership – WEBSITE: <https://www.eotswcd.org/ot1w1p/>

- a. **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment** – contract approved by Managers in December. Study to start.
- b. **OTW Policy Committee** (Kral, Hansen-Alt). The Policy Committee meeting was rescheduled to Thursday, March 28th to review project implementation progress and to review and approve the next funding request of \$1.5 M.
- c. **OTW TAC Committee** (Guetter). The TAC met on February 8th at the District’s meeting room. Attached are the meeting notes. Kemper and Bach will be part of the Otter Tail education/outreach committee which will discuss collaborative ideas and materials that have been published by each LGU. The next TAC is on May 9th at 1:00 pm.

DATA COLLECTION AND MONITORING PROGRAM

Lakes and Streams – Kemper is wrapping up the 2023 Monitoring report.

Weather

January 2024 Temperatures

Warm and dry describes the month of January 2024 in Minnesota. Despite having 8 or 9 colder than normal days mid-month, many nights of subzero, the statewide average temperature for January will rank as the 10th warmest in history. In addition, some record high dew points were measured as well. When combined with the record-setting warm December, the first two months of meteorological winter (Dec-Jan) rank as the warmest in state history (surpassing 2011-2012). Of further note, the three-months of November through January rank as the 2nd warmest in state history, trailing only 2001-2002. January warmth and dryness helped reduce the workloads of medical personnel who treat victims of accidental falls due to snow and ice according to an orthopedic clinic.

Dozens of daily high maximum temperature records were set within the state climate observation network, and well over 100 new daily records were set for warm minimum temperatures, as many nights brought fog and kept temperatures in the 20s and 30s F. Unlike most Januarys, clear skies were rare this month. The month was dominated by clouds or fog. Over a third of the days brought fog to many areas of the state, including several mornings with thick fog.

The January temperatures for Detroit Lakes were warmer than average during almost the entire month. Detroit Lakes reported 13 days averaged below the historical average and 9 of those days were below 0°F.

Hottest Day: 52°F, January 5th

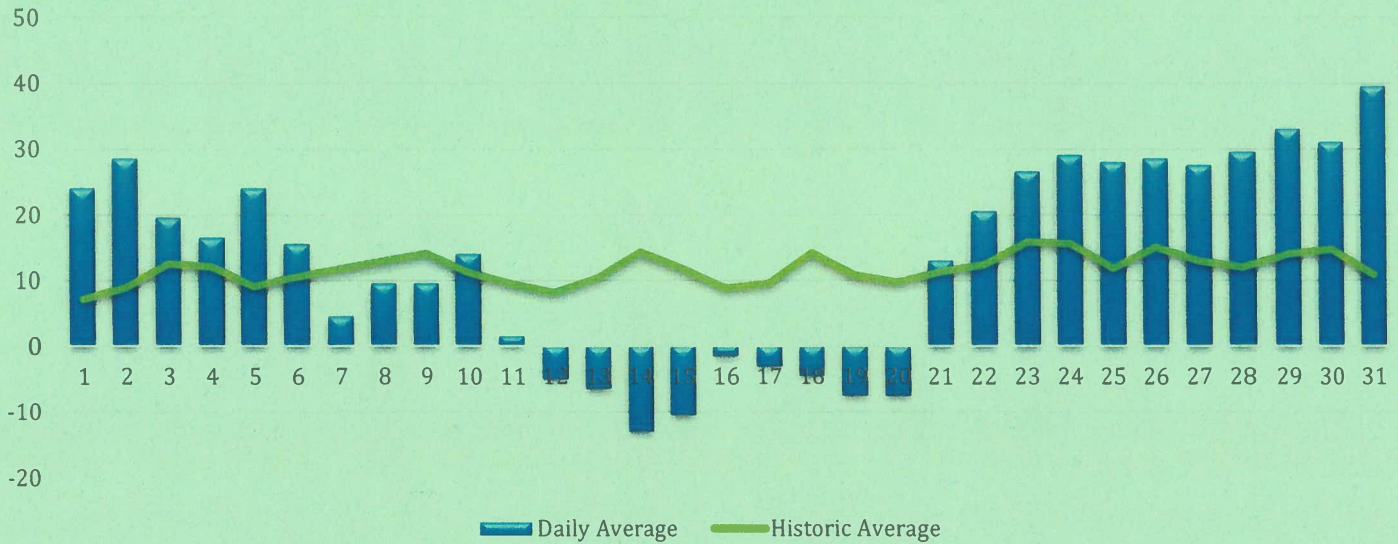
Daily average High for Detroit lakes: 20°F.

Coldest Day: -20°F, January 20th

Monthly average temperature: 13°F

Daily average low temperatures: 7°F.

2024 January Temperature - Detroit Lakes, MN (Daily Average)

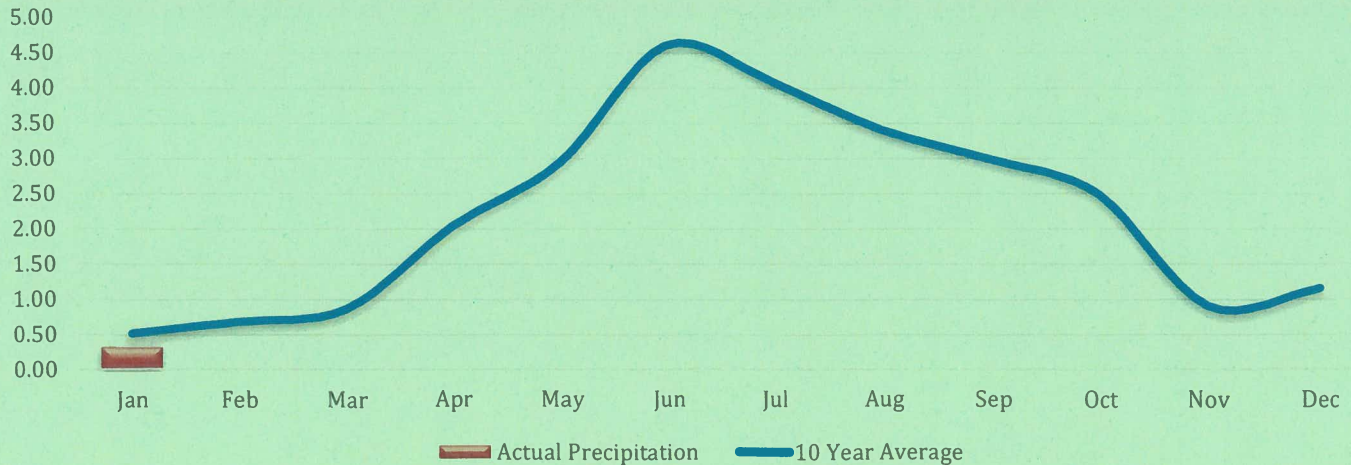


January 2024 Rainfall / Snowfall

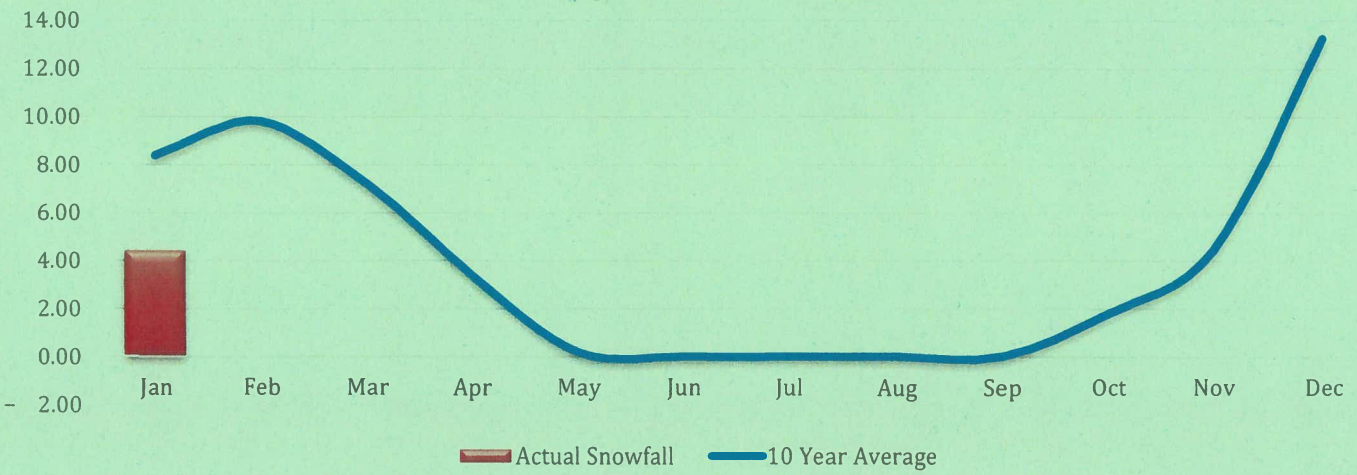
Moisture-wise, January was drier than normal across most of the state. Only a few spots along the north shore of Lake Superior, and in southwestern and southeastern Minnesota reported above normal precipitation. Many climate stations reported less than half of normal January precipitation. With the exception of far north central and northeastern communities, most places were snow starved in January, with many observers reporting less than 4 inches. At many locations only 5 or 6 days brought snow, always in light amounts. Some places in northeastern Minnesota received 15 to 17 inches of snowfall.

In Detroit Lakes the total rainfall was 0.32 inches which is 0.12 inches less than the 10-year average of 0.44 inches. Most of the rain fell between the 4th and the 19th (0.31 inches). We received a total of 4.40 inches of snow (a little over 4.20 inches fell between the 4th and the 19th) which is down 3.68 inches from the 10-year average (8.08 inches).

2024 Precipitation - Detroit Lakes, MN



2024 Snowfall - Detroit Lakes, MN



Shoreline Work Season is right around the corner!



Ice push in front of the Lake Detroit Overlook, taken on 2/21/2024.

ROLES REPORT

February 2024

Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
24-01	Henke, William & Nancy	962 South Shore Drive	SIZ: dying Tree removal and replacement with Native species.
24-02	Thielman, C. Gregg & Laurie	14467 Baner Drive	SIZ: Installation of 100Ft of riprap to stabilize shoreline.

Permit Applications Pending

Wallace Danielson—685 South Shore Dr. Over 25% impervious surface coverage. **2/21/2024** Neither PRWD or City has received a site plan or issued a permit. We continue to work with the contractor.

Reski, Kevin & Joy—1559 East Shore Dr. Over 25% impervious surface coverage. 2/21/24 waiting for signed mitigation maintenance Agreement and approval from the City.

Violation *****

Marty Solmon, 12044 Cty Rd. 17: Work done in the SIZ without a permit. Permit 21-12 for riprap and grading has expired. A boulder wall >200 ft on the shoreline was constructed without a required permit from the MN DNR or PRWD. A Stop Work Order was issued on 6/29/23. Mr. Solmon applied for a MN DNR permit for the retaining wall which requires an engineered plan. He was informed he could add rock in front of the boulder wall and it would be considered rip-rap and not a retaining wall (a MN DNR permit is also required for this action due to the shoreline length. **10/18**: Kemper met on site with owner and Engineer and Engineer was to develop a site plan and Kemper has provided elevation shots to both Engineer and MN DNR. **11/8**: Kemper sent email to Engineer for update on the Engineered site plan, and is following up with MN DNR on their status. To date we have not received letter of credit from owner. **2/21/24**: received and email from Marty stating that his engineer has been backed up with other project but hoping to hear back from him soon (1/5/24).

Hausmann, Jeffrey & Diane, 1670 East Shore Dr.: Work in SIZ without a permit including extensive vegetation clearing and excessive riprap. **2/21/24**: Permit has been issued for remediation work and planting continues on the site, however, it may not be completed until spring 2024.

Eilers, Cary & Jill, 15092 E Munson Rd., Attorney Skoyles sent the violation notice to the landowners. Vegetation restoration plan submitted along with Letter of Credit. Permit has been issued. **2/21/24**: Work continues on the site. Expected completion—**spring 2024**.

Nord, Chris, 15216 E. Munson Dr.; Attorney Skoyles sent the violation notice to the landowner. Vegetation removal and grading in the SIZ **9/19**: Owner requested an extension on the 9/22/23 date to complete soil stabilization to 9/29/22—approved; **9/29**: Owner requested another extension to stabilize the soils to 10/10/23 and an extension to plant the replacement trees by 6/1/24 with a \$500 escrow agreement—approved with the condition if the site is not stabilized by 10/10/23 a surety of \$5,000 would be required. **10/11**: Staff contacted Mr. Nord to see if the remediation work had been completed, but was informed it had not been done, however on **10/12** work had started. **2/21/24**: Work continues on site, trees will be planted and completion expected **spring of 2024**.

Permit Applications Expected

Nothing further to report

Becker County Planning Commission

- **Special Meeting—January 9th, 8:00AM**: Removal of member & Findings and Facts drafted by staff & counsel for Soo Pass Ranch Inc. Shoreland Conservation Subdivision; NO COMMENTS
- **February 28, 2024— Meeting @ 6:00PM**: Richard C. & Darci D. Strand (Strand Subdivision) 13370 270th Ave. Detroit Lakes: They have an approved Stormwater Plan with the PRWD.

Becker County Board of Adjustments

February 8, 2024—Meeting @ 6:00PM:Donald E. II & Nancy Edwards: The Shore Impact Zone (SIZ) on Floyd Lake is 37.5 Feet inland from the OHWL. If a variance is granted for the proposed Water Oriented structure within the SIZ, then they would need to obtain a PRWD Stormwater Management permit.

Continued on to page 2

Becker County Board of Adjustments (Continued):

John W. & Tracy L Alin: The Shore Impact Zone (SIZ) on Melisa Lake is 37.5 Feet inland from the OHWL. The request is for a variance from the OWH setback (28 ft) for the proposed deck and side yard setback for the residential structure (3 ft). If a variance is granted for the proposed project and structures within SIZ, they would need to obtain a PRWD Stormwater Management Permit.

While reviewing the site plan and the impervious surface calculations provided,

Lot size: 10,400 SF; 25% impervious coverage = 2,600 SF

- New proposed house with roof covered areas (porch, deck, or patio) = 1,848 SF
- New proposed garage = 520 SF
- Driveway, sidewalks = 680 SF
- Total proposed Impervious surface = 3,048 SF

3,048 SF/10,400 SF = 29.3% Impervious Coverage

A PRWD Stormwater Management Permit will be required for the proposed actions if approved by the County.

City of Detroit Lakes Planning Commission

- **January 25, 2024@ 5:30PM:** No Comments.
- **February 22, @5:30PM:**

Zorbaz—1462 East Shore Drive: If approved they would need to obtain a PRWD Stormwater Management Permit.

City of Detroit Lakes Development Authority

February 6, 2024 @ 4:00PM: No Comments.